



Henry County Water Authority

MINUTES

BOARD MEETING

May 18, 2023

A meeting of the Henry County Water Authority Board, duly advertised, was held on Thursday, April 13, 2023, at the Authority's Tussahaw Water Treatment Plant, 199 Preservation Drive, Jackson, GA. The following Board members were present: Jimmy Carter, Chair; Sandra Rozier, Vice Chair; Myra Lott, Secretary/Treasurer; Bruce Holmes, Member; Warren Holder, Member; Fred Mays, Member-At-Large

HCWA Attendance: Administration - Tony V. Carnell, General Manager; Karen Lake-Thompson, Clerk; Dave Peterson, CFO. Directors: (Tamara Woodie, HR; Dan Newcombe, IT; Tara Brown, Strategic Planning). Division Managers: (Scott Sage, Pat Hembree). Staff: Travis Jackson, Kenneth Presley, Ashley Moncavage.

Public Relations: Chris Wood, PhD, JWA

Counsel: Andrew Welch, III, Smith, Welch, Webb & White, LLC

Consultant: Melissa Levin, Raftelis

1. CALL TO ORDER/WELCOME VISITORS

Chair Carter called the meeting to order at 8:36AM and welcomed all in attendance.

2. INVOCATION

Mr. Carter introduced Pastor Mark A. Einersen, Relevant Church, Locust Grove who gave the invocation.

3. ACCEPTANCE OF AGENDA

Motion was made by Mrs. Rozier and seconded by Mr. Holder to accept the agenda as presented. The motion carried (6/0).

4. PUBLIC COMMENT None

5. REPORT OF ATTORNEY

Resolution Authorizing HCWA to Place Legal Ad and Accept Sealed Bid Proposals for Lease of HCWA Property and Facilities for Cell Tower Usage. (Resolution 2023-08)

Mr. Hembree addressed the Board regarding companies interested in leasing Authority property for the purposes of cell tower placement and usage. Mr. Welch stated that the Authority's Enabling Legislation authorizes the Authority to lease real property and that it be a public process using sealed bids (advertising allows for competitive bids for the best offer and price).

Motion was made by Mr. Holder and seconded by Mr. Mays to accept Resolution 2023-08 as presented. The motion carried (6/0).

Resolution Authorizing HCWA To Dispose of its Surplus Real Property Pursuant to Section 5.1(3)(B) of its Enabling Legislation. (Resolution 2023-09)

Mr. Carter excused himself @ 8:48AM from discussions and voting due to business interest in property. Mrs. Rozier, Vice-Chair led discussions.

Mrs. Brown presented ten (10) Authority properties in detail (type, location, acreage and sale potential) to the Board that the Authority staff evaluated for consideration of being disposed. Being that a majority of the properties were small tracts adjacent to road right-of-way and would require piping removal and others served as beneficial to the Authority, staff recommended the disposal of only one of the tracts. Mr. Welch addressed the Board regarding the Authority selling its surplus real property and noted the enabling legislation requiring two (2) appraisals be performed per property as well as public advertising. Mr. Welch also noted the properties are not being utilized to its fullest potential.

There being no further discussion, motion was made by Mr. Holder and seconded by Mrs. Lott to accept Resolution 2023-09 as presented. The motion carried (5/0/6). *Mr. Carter returned @ 9:40AM after discussions and abstained from voting.*

6. REPORT OF GENERAL MANAGER

The Grove at Talmadge Farms – Feasibility Study

Mr. Carnell provided an update to the Board regarding the Request for Qualification (RFQ) from Barge Design Solutions, Inc., (Barge) in the amount of \$77,000 to conduct a feasibility study for the Talmadge Farm planned development. Mr. Carnell recommended the Board move forward with feasibility study proposal from Barge design being performed at no cost to the developer to minimize interference and influence from the developer. Mrs. Rozier and other Board members expressed concern with this setting a precedence. After discussion, the Board recommended to move forward with approval of the feasibility study contingent upon the following conditions: 1. The Developer pays the full cost of \$77,000 upfront towards the feasibility study. 2. The feasibility study is conducted “with no conditions” being placed on HCWA staff and/or the consultant performing the study. 3. The feasibility study be performed based upon the conceptual plan that was included and referenced as “Exhibit A” of the March 24, 2023 Feasibility Study/Request for Qualifications (RFQ) solicitation. 4. Any increase of cost in the feasibility study be brought back to the HCWA Board for approval.

Motion was made by Mrs. Rozier and seconded by Mr. Holder to accept the Motion to approve the Barge contract with the aforementioned contingencies as presented. The motion carried (5/1/6), with Mr. Holmes opposing.

Code of Ethics Training @ Walnut Creek (tentative August 10, 2023)

Mr. Carter stated that the Code of Ethics Training is usually conducted at the HCWA Board Retreat. Last year, it was conducted in April 2022. However, Henry County Board of Ethics now offers Ethics training to local Boards as part of their responsibility. Henry County Board of Ethics is tentatively scheduled to conduct the Ethics training after the regular Authority Board meeting on August 10, 2023 at the Walnut Creek Water Reclamation Facility.

Council for Quality Growth - State of Henry County - May 24, 2023

Mr. Carnell notified the Board that HCWA will have a table at the upcoming State of Henry County, with County Chair Harrell being the keynote speaker and that a table has been reserved for Board Members.

Announcements

Mr. Carnell announced upcoming public outreach events, where HCWA staff will be present: HCWA Citizens Academy (May 18 – June 17, 2023); HCWA/SCTC Internship (May 24- July 18, 2023); HCWA Kids Fishing Day (June 10, 2023); Henry County Chamber DEI Summit (June 27, 2023); HCWA Kids Summer Camp (July 10-13, 2023).

Mr. Carnell also noted that the Authority is supplying Butts County with emergency water connection as of May 14 till present (May 18).

7. PROJECTS and ADJUSTMENTS

Mr. Sage addressed the Board concerning the following projects and provided a description of each project which are all within the Authority's policy.

New Projects:	EXT3850	Higgins Road Water Line Ext
	GDOT3081A	SR42/SR 138/I-675 Clayton
	MTRUPG3486T	Route316B IPERL Meter Replacement

Developer Projects:	DEV3867	Yule Forest Sewer Ext
	DEV3768	Silverrock Townhomes

Budget Adjustments:	EXT3795	Ann Ct, Joyce Ct, & Ashmemoor Ct WL
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Motion was made by Mrs. Lott and seconded by Mr. Holder to approve the New Projects, Developer Projects and Budget Adjustment as presented. The motion carried (6/0).

8. APPROVAL OF MINUTES

Motion was made by Mrs. Rozier and seconded by Mrs. Lott to approve the April 13, 2023 Board Minutes. The motion carried (6/0).

The Board took a recess at 10:00AM and reconvened at 10:18AM.

9. EXECUTIVE SESSION (An executive session was held pursuant to O.C.G.A. §50-14-2)

Motion was made by Mr. Holder and seconded by Mrs. Lott to enter into Executive Session at 10:19AM in order to consult with the attorney for litigation matters. The motion carried (6/0).

The Board returned to Regular Session at 11:00AM. A motion was made by Mrs. Rozier and seconded by Mr. Holder. The motion carried (6/0).

10. STRATAGIC PLANNING SESSIONS

CIP Master Plan

Mr. Sage made a presentation to the Board concerning the Authority's 30-year CIP master plan, which is updated every 5-years. He stated that the primary components that drive the plan are population projections, unit water demand (raw water supply/treatment and transmission), and wastewater flow projections (conveyance and treatment) totaling \$1.075 billion. Utilizing a power point presentation, Mr. Sage explained each of the proposed projects planned within the current 5-year implementation schedule and illustrated their locations. He also provided a table containing information on cost estimates for each project. He noted that development agreements may provide some funding for some of these future improvements. He also discussed projects that the Authority is required to complete as part of an Agreement with the County for American Rescue Plan Act (ARPA) funding. A slide was shared at the conclusion of Mr. Sage's report highlighting some of the challenges that high-density residential developments, single-family, townhomes, and apartments pose to projected wastewater flows.

Mr. Hembree reviewed HCWA's five (5) reservoirs and shared the Authority is looking good through the year 2060 with 42.8 Million Gallons per Day (MGD), with a 12 MGD surplus. Mr. Hembree also discussed how population projections are used in the planning and designing of water and wastewater treatment plants. He stated in the past, when population projections were at 80% capacity it was critical to start the planning/designing of new water/wastewater plants. Mr. Hembree stated new projection recommendation for the construction and design phases is now 70% capacity. He provided an update on the new Walnut Creek construction to completed by mid-2025 and that plant capacity will be tight.

Mr. Carnell stated that as a result of the high-density residential developments slide presented by Mr. Sage and the completion of Walnut Creek construction not being completed until 2025, a consultant has been engaged to further evaluate projected wastewater flows over the next 12, 24, and 36-months. Mr. Carnell further noted that while the Authority has no known PFAS (Perfluoroalkyl and polyfluoroalkyl) substances in its drinking water, future regulations will likely have an impact on the future costs of water and wastewater treatment plant expansions as Environmental Protection Division (EPD) and Environmental Protection Agency (EPA) are developing future treatment guidelines.

The Board opted for a working lunch at 12:16PM.

FY24 Proposed Budget

Mr. Peterson presented the Authority's proposed FY24 budget. He reviewed projected revenues from water sales, sewer fees, 2 mil tax, impact fees and connection fees. Personnel costs, operating/capital expenditures and debt (GEFA-SRF Loans and Revenue Bonds) were also explained. Mr. Peterson explained that the proposed budget includes a water rate increase of 4% and a sewer rate increase of 5%. Mr. Peterson advised that the final FY24 budget in the amount of \$82,865,000 will be presented to the Board for approval at the June meeting, unless there are any recommended modifications as a result of the presentation.

Mr. Peterson also presented a report from Connecting Henry on the Authority's Charitable Assistance Program (CAP) for the period of July, 2022 – April, 2023. He stated there are 2,975 customers participating in CAP and we are collecting about \$1,550.00 per month.

Impact Fee Study Results/Recommendation

Mr. Peterson introduced Melisa Levin with the consulting firm Raftelis, who presented the results of the Water & Sewer Development Impact Fee Study that was completed in November of 2022. The study results revealed that the Authority could justify a maximum Equivalent Dwelling Units (EDU) of \$1,936 for Water Impact Fees and \$4,650 for Sewer Impact Fees. The Authority staff is recommending authorization from the Board to publicly advertise for an increase in EDU's from \$700 to \$1500 for water, and from \$2,700 to \$4,000 for sewer, with commercial/industrial Impact Fees remaining at ½ the residential rate. Mr. Peterson stated that after the public advertisement period, staff would have to come back to the Board for a final recommendation.

There being no further discussion, motion was made by Mrs. Rozier and seconded by Mr. Holder to authorize public advertisement to increase EDU's for water in the amount of \$1,500 and for sewer in the amount of \$4,000. The motion carried (6/0).

Overview of HCWA Ordinances, Policies & Procedures

Mrs. Brown presented a brief overview of HCWA's enabling legislation, Water Use Ordinance that was adopted in 1986 and updated in 2014 to include cross connections and backflow, Sewer Use Ordinance, Watershed Protection, Reservoir Buffer Protection & Access Ordinance, Impact Fee Ordinance, and Comprehensive Plan Agreements with the Cities to be renewed next June 2024.

Personnel Policy

Mrs. Woodie provided an overview of the updates and changes (totaling 20) to HCWA's Personnel Policy.

There being no further discussion, motion to approve the Personnel Policy with updates and changes was made by Mr. Mays and seconded by Mrs. Rozier. The motion carried (6/0).

Status of Accomplishments/Goals & Objectives

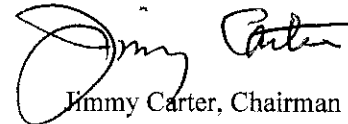
Mr. Carnell updated the Board and provided a handout on the status of accomplishing the 2023 Goals/Objectives that were established by the Effective Utility Management (EUM) committees, which consists of Customer Satisfaction, Employee & Leadership Development, Infrastructure Strategy & Performance and Operational Optimization. Additionally, an update on accomplishments towards other areas of focus set forth by the General Manager and/or the Board was discussed.

Succession Planning

Mrs. Woodie provided a thorough review of the Succession Planning process conducted for each Division/Department within the Authority. Mrs. Woodie discussed the use of organization charts, employee demographics, talent profile, DISC (Dominance, Influence, Steadiness & Conscientious) assessments, strengths, development gaps and career growth plans, that were utilized in the Succession Planning process. Organizational charts were presented from approximately 12-months ago in comparison to the current May 2023 organizational chart.

11. ADJOURNMENT

Motion was made by Mrs. Rozier and seconded by Mrs. Lott to adjourn the meeting at 3:08PM. The motion carried (6/0).



Jimmy Carter, Chairman

Karen Lake-Thompson, Clerk